

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Wednesday 12 July 2017
 Meeting Time: 19.00 hours

Attendees	Initials	Role	Attendees	Initials	Role
Carolyn Sheehan	CyS	Co-opted Governor	James Kilmartin	JK	Head teacher
Tim Williamson	TW	Foundation Governor	Sandra Murphy	SM	Co-opted Governor
Kerry Clarke	KC	Local Authority Governor	Roger Galvin	RG	Staff Governor
Nick Wells	NW	Foundation Governor	Antonella De Santo	ADS	Foundation Governor
Fr. John Hull	JH	Foundation Governor	Gerard Silverstone	GS	Foundation Governor
Cathy Atherton	CA	Foundation Governor			
In attendance	Initials	Role	In attendance	Initials	Role
Andy Thomas	AT	Clerk to the Governing Body	Annette Kelly	AK	Deputy Headteacher
Claire Jarman	CJ	Deputy Headteacher			
Apologies	Initials	Role	Absent	Initials	Role
Gemma Bond	GB	Parent Governor	Caroline Shinn	CoS	Parent Governor
Johane Simon	JS	Co-opted Governor	Fr Kevin O'Donnell	KOD	Associate Member
Steve Walsh	SW	Foundation Governor			

The quorum is 50% of the current membership of the Full Governing Body, which was 15 at the time of the meeting. The number of Governors attending was 11. The meeting was therefore quorate.

Minute No.	Agenda item, discussion and decisions	Action
1.1	1. Opening prayer The meeting was opened in prayer.	
2.1	2. Apologies Apologies had been received from GB for lateness/ non-attendance due to work commitments (GB did not attend). These were duly accepted.	
3.1	3. Freedom of Information reminder Governors were reminded that business should be conducted in an open way which stands up to public scrutiny, and that all non-confidential minutes would be published on the school's website.	
4.1	4. Declarations of pecuniary and other interest None were declared.	
	5. Minutes of meeting held on 14 June	

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5.1	The draft minutes of the meeting held on 14 June 2017 had been circulated in advance of the meeting.	
5.2	<ul style="list-style-type: none"> • Accuracy Minor amendments were agreed to paragraphs 7.4, 7.5, 7.21 and 10.4. Specific re-wording was noted and would be reflected in the final version to be signed off by the Chair.	Clerk/ TW
5.3	<ul style="list-style-type: none"> • Matters arising Reference was made to the Action Points recorded in the minutes of the 14 June meeting and the following actions were agreed: <ul style="list-style-type: none"> - Conduct Staff Governor election is new school year. - Use Firefly for GB documentation from September 2017. - Issue Crisis Management manual and place on Firefly. - Organise terrorist incident training. - Check reckonability of continuous service for redundancy pay. 	Clerk Clerk JK JK JK/HR Manager
	6. Headteacher's Report <ul style="list-style-type: none"> • Safeguarding audit 	
6.1	AK presented this matter. A Safeguarding audit was being conducted for submission to the Local Authority. This was crucial to the school and a key issue for Ofsted. There was a need to deal with issues quickly and effectively and to demonstrate that any previous concerns identified had been dealt with.	
6.2	Some detail was given concerning the number of pupils involved in the various categories of safeguarding interventions (e.g. child protection plans). There was a Safeguarding team of eleven staff and appropriate training had been undertaken or was planned. The child protection officer who was appointed a year ago has established herself very effectively within the school and there was ongoing engagement between herself and students needing support.	
6.3	AK and the child protection officer had been responsible for the audit. The outcome of had been good. Following the audit, Safeguarding reports to the FGB would now be termly rather than annual. It was agreed that the audit results would be placed on the school website, together with a report of ongoing activity and resolution of matters previously identified by Ofsted. All this would now sit in the new Safeguarding section of the website.	AK
	The trend within the City was towards higher levels of drug misuse, in particular cannabis. The school had a substance misuse worker who was a massive	

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6.8	- The audit had been submitted to the Local Authority (the deadline was 14 July). The LA would respond with any queries. AK was thanked for the report. It was agreed that any further questions would be submitted to AK.	Govs/ AK
6.9	At this point AK and CJ left the meeting.	
6.10	<ul style="list-style-type: none"> • Strategic objectives – Governor / SLT links The intention was to establish Governor links to aspects of the 3-year plan and to subjects or departments. TW to circulate a link governor proposal. <i>In response to a question</i> it was confirmed that there were 6 areas as per the written report.	TW
6.11	<ul style="list-style-type: none"> • Data protection update It was agreed that the Resources Committee should examine this area, including impending new GDPR Regulations coming into force in May 2018, and issue a report to the Governing Body.	TW
6.12	It was reported that, in response to a complaint to the ICO from a parent, it had been found that there had been a 'likely breach' of the Regulations. The school had accepted this breach and apologised. A commitment had also been given to the ICO regarding staff training and procedures.	
6.13	It was agreed that data protection was a very serious matter indeed given that the school held both pupil and parent data. It was noted that schools kept data for longer than most organisations and that there may be potential conflict with the new Regulations. This would need to be checked.	
6.14	<p><i>In response to questions it was reported that:</i></p> <ul style="list-style-type: none"> - A report of the breach would appear on the ICO website. - A media rebuttal would be prepared. - No fine had been applied. 	JK/Marketing and Comms Manager
6.15	<p><u><i>Section 48 Inspection</i></u></p> The inspection had taken place and JK expressed thanks to TW, JH and NW for their involvement. He also emphasised thanks to RG for his role in preparing the school for the inspection. Everything had gone extremely smoothly.	
6.16	The school had been assessed as 'Good' overall and The Catholic Life of the school was assessed as Outstanding. There was more work to do on the teaching of RE, which was agreed by the Head and RG.	
6.17	The report was due in 10 days' time and it was agreed that this should be issued to parents before the end of term.	JK/ RG JK

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6.18	<p><u>Year 5 Feeder Day</u></p> <p>The day had been a success. Confidence was high and there was strong competition for primary school students. Feedback from parents was that other schools were more 'aggressive' on the latter.</p>	
6.19	<p><u>Written HT Report</u></p> <p><i>In response to a number of questions on the written Headteacher's report it was reported that:</i></p> <ul style="list-style-type: none"> - Attendance was currently slightly below the current 95% target. Work was underway to embed the idea that this was the responsibility of all teaching staff. Teachers should deal with non-attendance in their own classes. Parents were supportive of an increasingly pro-active approach as noted in the recent Parent Comms Forum. - Persistent absence was referred to the attendance manager and pastoral leader for action. Attendance data would be on Firefly from September 2017. 	
7.1	<p>7. Governing Body update</p> <ul style="list-style-type: none"> • Vacancies <p>Three new Foundation Governors had now been appointed and additional interested parties were being identified.</p>	
7.2	<ul style="list-style-type: none"> • Associate/ student Governor <p>A paper from KC had been circulated immediately prior to the meeting. KC issued a further hard copy handout to those present. A full report would be given to the next meeting.</p>	KC/ Clerk
7.3	<ul style="list-style-type: none"> • Mentor scheme <p>TW agreed to circulate a request for mentors to come forward.</p>	TW
8.1	<p>8. Leadership progression – Claire Jarman</p> <p>CJ was introduced and made a detailed PowerPoint presentation on the school's initiative in relation to Leadership progression. The aim was to establish a strong concept of leadership which would enable even more effective management. The National College programme included 25 existing and aspiring middle and senior leaders.</p>	
8.2	<p>Instead of the usual model of enrolling staff on external courses, a bespoke on-site training arrangement had been put in place. This brought associated financial cost benefits. A normal cost of £31.5k had been reduced to £18.75k. A</p>	

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8.3	<p>place had been made available to all those who wanted one.</p> <p>The training consisted of classroom and online elements together with ‘action research projects’. There were therefore 25 active projects underway as a direct result of the leadership training. Regular assessment windows were in place. Feedback so far was that the training was having a positive impact and that leaders felt empowered to question.</p>	
8.4	<p>In the following year the initiative would feed into CPD groups and some frank engagement may be required. <i>In response to a question it was confirmed that this would be both ‘upwards’ and ‘downwards’.</i> This would be followed up through research, evaluation and embedding.</p>	
8.5	<p>Next steps were around twenty SIGs (School Improvement Groups feeding into CPD); case studies; publishing the research projects; and work to sustain and embed. Consideration would be given to CNCS applying for research school status.</p>	
8.6	<p><i>In response to a range of questions the following was reported:</i></p> <ul style="list-style-type: none"> - Research school funding was difficult to quantify at this stage. In one other school funding of £240k over a 2-3 year period had been available. - Under research school status, external research would be required to justify any additional funding. This would lead to a significant number of external visitors on site, which may be considered a good thing. - The proportion of the leadership team currently being trained was around 50%, representing about 20% of the whole teaching staff. Others would be offered training in 2018-19 following an evaluation process. - There was a positive impact on staff retention and succession planning. Leaders were pleased with the training and the investment made in them was apparent. - Links would be established between SIGs and the school 3-year plan as far as was reasonable. However some flexibility was necessary e.g. making the school more environmentally sustainable. Governors would be involved in SIGs where possible. - Leaders could become trainers as a possible next step, either on an accredited or informal basis. Trainers could also act as mentors. - Having everyone on the same course resulted in the same ‘vocabulary’ and matters were tailored to the context of the school. - The training was deliverable within the budget plan for the school. Equally one of the course’s online modules was on budget planning. 	CJ

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8.7	<ul style="list-style-type: none"> - Research projects included an English lesson study and enhancing the impact of the school Inclusion Unit. Projects were being applied in practice. A full list would be circulated to the GB. <p>It was noted that the 3-year plan contained 6 distinct areas. The intention was to assign Governors to each. Equally groups of Governors could be convened to look at aspects of the Plan. A Working Group consisting of SLT members, Governors and subject leads was a possibility.</p>	<p>CJ/ Clerk</p> <p>CJ</p>
9.1	<p>9. Resources Committee Report</p> <ul style="list-style-type: none"> • Overview/ minutes <p>The minutes of the last meeting on 23 May had been circulated in advance. It was reported that these would be made 'PINK' and should be regarded as strictly confidential.</p>	
9.2	<p>A further meeting was scheduled for the following week. This would be examining detailed documentation regarding savings and works, including in relation to Wi-Fi infrastructure (at a cost of £90k).</p>	
9.3	<p><i>In response to questions it was reported that:</i></p> <ul style="list-style-type: none"> - The staffing restructuring timetable was under review/ discussion. Consultation processes with staff and Ofsted timing needed to be thought through. Formal consultation was scheduled for the Autumn term and legal timescales would be complied with. - Savings were already being made but significant decisions would still be required. There was an element of concern that the required savings would not be achieved but this would be kept under review. Other schools were already going into deficit. - The staff consultation timetable would be tight given the need to discuss plans with the Governing Body beforehand. Specific proposals had been developed and were due to be discussed at a meeting later that week – 14th July. An update would be given at the September 2017 FGB. - The legal timescales may not be as tight as expected, as small groups of staff would be involved and thus shorter consultation periods applied. A draft timeline would be issued following the meeting later this week. - If Ofsted further delayed the next Section 5 inspection it was agreed that matters could not be delayed. 	<p>JK</p>
9.4	<p>It was agreed that the reference in the RC minutes to 'senior' staff should be amended to read 'senior leadership'.</p>	<p>CShe/ Clerk</p>

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Signed _____ Chair of Governors

Date _____

Documents attached to the minutes:

1. Draft minutes of meeting on 14 June 2017.
2. Headteacher's Report (together with Year 10 Spring data document and Safeguarding audit tool document).
3. Minutes of Resources Committee meeting held on 23 May 2017.
4. Draft Governing Body meeting programme.

Action list

Minute	Action	Responsibility	Date
5.2	Make specified amendments to 14 June minutes and sign-off.	Clerk/ TW	ASAP.
5.3	Conduct Staff Governor election.	Clerk	Sep/ Oct 2017.
5.3	Use Firefly for GB documentation.	Clerk	Sep 2017.
5.3	Issue Crisis Management manual and place on Firefly.	JK	ASAP.
5.3	Organise terrorist incident training.	JK	New school year.
5.3	Check reckonability of continuous service for redundancy pay.	JK/HR Manager	ASAP.
6.3	Place safeguarding audit results, and activity report, on school website.	AK	ASAP.
6.7	Circulate data on drugs-related exclusions.	AK/ Clerk	Prior to next meeting.
6.7	S1 audit notes to be held by Clerk.	GB/ Clerk	By next meeting.
6.7	Review website re: polices referred to in Safeguarding audit.	AK	By next meeting.
6.8	Governors to submit any Safeguarding questions to AK.	Govs/ AK	As required.
6.10	TW to circulate a link Governor proposal.	TW	ASAP.
6.11	RC to review data protection and report to GB.	TW	As required.
6.14	Prepare DP breach media rebuttal.	JK/Marketing and Comms Manager	ASAP.
6.16	Undertake further development of RE teaching.	JK/RG	Ongoing.

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6.17	Issue Section 48 inspection report to parents.	JK	Before Summer break.
7.2	'Student Governor' to be discussed at next meeting.	KC/ Clerk	September FGB meeting.
7.3	Circulate a request for mentors to come forward.	TW	Before next meeting.
8.6	Involve Governors in SIGs.	CJ	As required.
8.6	Circulate list of leadership training projects to GB.	CJ/ Clerk	In due course.
8.7	Assign Governors to 3-year Plan and consider Working Group.	CJ	Before next meeting.
9.3	Circulate draft restructuring timeline to GB.	JK	Next FGB.
9.4	Amend RC minutes as outlined.	CShe/ Clerk	As required.
9.6	Circulate Summer Works details to GB.	CShe/ Clerk	Following July RC meeting.
9.8	Issue message to parents re: gates and fencing.	JK	As required.
9.8	Consider establishing a PTA.	JK	In due course.
10.1	Circulate Governor Conference report.	TW/ CShe	In due course.